



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 1000.01
OCT 11 2011

Incorporating Change 1, January 10, 2012

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SUBJECT: Inclement Weather Plan

- References:
- (a) JTF CAPMED-D 5101.01, "Administrative Personnel Decision Making Committee Charter," July 27, 2010
 - (b) JTF CAPMED-I 1000.01, "Inclement Weather Plan," ~~November 13, 2009~~
October 11, 2011 (hereby cancelled)
 - (c) JTF CAPMED-I 5025.01, "Formats and Procedures for Development and Publication of Issuances," January 22, 2011
 - (d) JTF CAPMED-I 12620.01, "JTF CapMed Telework Program," June 7, 2010
 - (e) JTF CAPMED-I 6000.01, "Pandemic Influenza Conditions," January 26, 2010

1. PURPOSE. This Instruction, in accordance with the authority and guidance in Reference (a):

a. Reissues Reference (b) to clarify policy for inclement weather plans to Joint Task Force National Capital Region Medical (JTF CapMed) personnel and the JTF CapMed Joint Area of Operations Area (JOA), and conform to the approved formats provided in Reference (c).

b. Assigns responsibilities and prescribes procedures regarding inclement weather.

2. APPLICABILITY. This Instruction applies to JTF CapMed and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. DEFINITIONS

a. media announcement. U.S. Office of Personnel Management (OPM) will make announcements prior to the beginning of the workday regarding the status of Federal Agencies in the Washington, DC area. Employees can check the OPM Web Site at www.opm.gov for inclement weather advisory.

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b. telework. The ability to do work at a location other than the “official duty station,” using networking technologies.

4. POLICY. It is JTF CapMed policy to:

a. Provide a contingency plan during inclement weather that supports the mission and provides for the safety of employees.

b. Ensure personnel follow recommended guidelines during inclement weather situations.

c. In the event of inclement weather, determine JTF CapMed operations by following the OPM media announcement affecting personnel working in the greater Washington, DC area.

d. OPM guidelines normally do not pertain to facilities outside the National Capital Region Beltway. Facilities outside this area, to include Fort Belvoir Community Hospital, will follow local installation and/or facility Commander’s guidance.

5. RESPONSIBILITIES

a. JTF CapMed Executive Director for Administrative Operations. The JTF CapMed Executive Director for Administrative Operations will disseminate written guidance for dismissal or closure due to inclement weather as required.

b. JTF CapMed J-Code Directors and Special Staff Leaders. Prior to inclement weather events, JTF CapMed J-Code Directors and Special Staff Leaders will:

(1) Notify employees of the procedures for requesting leave when “Unscheduled Leave” policy is announced.

(2) Provide staff members the requirements to report or remain at work (or alternative worksite) when operations are disrupted.

(3) Define telework agreements and requirements.

c. JTF CapMed Director, J-3A. The JTF CapMed Director, J-3A will ensure notifications go out to JTF JOA and includes OPM and JTF instructions and guidance during inclement weather.

d. JTF CapMed Director, J-6. The JTF CapMed Director, J-6 will coordinate with other J-Code Directors and Special Staff Leaders in order to determine, procure, issue, and maintain appropriate networking hardware and software to enable the telework option in accordance with JTF CAPMED-I 12620.01 (Reference (d)).

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e. Joint MTF Commanders and Center Directors. Joint MTF Commanders and Center Directors may use discretion based on the guidance from the Base Support Activity/Host Command.

ef. Employees. Employees will remain alert to changing conditions and respond accordingly to the OPM media announcements and their chain of command.

6. PROCEDURES

a. For inclement weather that occurs before the workday begins, OPM will provide one of the following announcements: Federal Agencies will:

(1) Open. Employees are required to report to work on-time.

(2) Open under “Delayed Arrival” policy.

(a) Employees should plan their commutes so that they arrive for work no more than 2 hours later than they normally arrive.

(b) Teleworkers are expected to report to their telework sites, as specified in their telework agreements.

(3) Closed

(a) Employees will be granted excused absence for the number of hours scheduled to work.

(b) Teleworkers are expected to report at their telework sites, as specified in their telework agreements.


(c) Mission Critical Emergency Personnel, as defined in JTF CAPMED-I 6000.01 (Reference (e)), should report to their designated duty location.

b. For inclement weather that occurs during the workday, employees should be dismissed at the discretion of the Executive Director for Administrative Operations, the MTF Commander, or Center Director of the JOA earlier than their normal departure time from work.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

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8. EFFECTIVE DATE. All provisions of this Instruction are effective immediately.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander

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